

Meeting Date:

January 28, 1999

Members Present:

Wanda Martin (Recorder)
Greg Jordan (Treasurer)
Sarah M. Taylor (County Clerk)
Marty Womacks (Auditor)
Andrea Gregg (Controller, proxy)
David Shonle (County Clerk, proxy)

Others Present:

Melany Quinn (Controller)
Kathryn Waterbury (Controller)
Gwendolyn Moore (Washington Township Assessor)
Heather Smith (City-Council)
Allen Pope (Corporation Counsel, Collections Division)
Mark Mertz (Office of Corporation Counsel)

The meeting was called to order by the Commission's secretary, Sarah M. Taylor.

Approval of Minutes: A motion was made by Greg Jordan to approve the minutes of the October 22, 1998 meeting. Motion was seconded by Martha Womacks and unanimously approved

Election of Commission Chairman: Mark Mertz conducted the election procedure for a new Commission chairman. He summarized the statutory guidelines for the duties of the chairman and then passed out paper ballots to nominate candidates. There were two nominees of which one declined the position. Therefore, Mr. Greg Jordan moved to accept Wanda Martin as chairman. Andrea Gregg seconded the motion, which was unanimously approved. Chairman Martin then presided over the meeting.

Controller's Office: A request was made to microfilm and destroy the following records:

Escrows (closed) (1989 through 1996); Home Alarm Permits (1997); Various Licenses such as for escort services, pawnbrokers, parking, second-hand motor homes (1997). Board members were concerned with the 1996 date for Escrows since it did not fall under the three-year statutory limit. Therefore, the request was amended to allow destruction of closed Escrows from 1989 through 1995 but not those for 1996. The Controller's also requested to destroy Dog Licenses for 1997. The Board amended this request to microfilm and destroy the licenses. After discussion of these changes, Greg Jordan moved to accept the amended requests. The motion was seconded by Wanda Martin and unanimously approved.

Washington Township Assessor: A request was made to destroy the following records: Employee Time Sheets (1993 & 1994); Permits (1990 & 1991; 1994 & 1995); Valuation Control Sheets & Data Change Forms (1990 & 1991; 1994 & 1995). A request was made to microfilm and destroy the following records: Forms 11 (1991 & 1992; 1994 & 1995); Specials pertaining to tax bill paperwork (1991 & 1992; 1994 & 1995); Forms 115 and 118 (1991 & 1992; 1994 & 1995); AC's (1991 & 1992; 1994 & 1995); State and Counties (1991 & 1992; 1994 & 1995) and Assessor Transfer Counter Books (1971 through 1998). Mr. Jordan moved to accept these requests. David Shonle seconded the motion and it was unanimously approved.

City-County Council: A request was made to microfilm and destroy the following documents: 1995 Action sheets, minutes, agendas, re-numbered agendas, calendar of proposals (1995); 1996 Proposal Numbers 1-545 (1996); 1996 Proposal Numbers 546-836 and 1996 G.O. 1-182

(1996); 1996 S.O. 1-21, S.R. 2-82, C.R. 2-58, G.R. 1-16, F.O. 1-137, SWCSSDFO 1,2 and 3, FSSDFO 1, PSSDFO 1 and R.O. 1-271. Greg Jordan moved to accept this request and was seconded by David Shonle and Martha Womacks. The motion was passed unanimously.

Collections Division, Office of Corporation Counsel: A request was made to destroy the following documents: Abandon Vehicles (1994-1995); Bank Ticket Statements (October, 1993 through November, 1994); CDP reports (May, 1993 through December, 1993); OVB Daily Reports, Deposit Slips, Register Tape (February, 1993 through May, 1993; 1994 through 1995); OVB Daily Work (January, 1994 through December, 1995); OVB Disposal Lists (November, 1993 through January, 1994); 151 Recovery (1983 through 1994); M.E. Account Balances (April through November, 1995); MAC Complaints, Reclaims (July through December, 1995); Sweeping Invoices (1993 through 1995); OVB Monthly Transfers (1994 through 1995); NAT Files (1994 through 1995); Parking Tickets (1992 through 1995); Collections Files (1994 and earlier); OVB Reclaims, Sales Tickets (October, 1995); OVB Recovery Cancellations (June through October, 1994); Remittance, OVB (1992 through 1995); OVB Repos (January, 1993 through February, 1995); Abandoned Vehicles Sales (1994 through 1995); OVB Slate-Ins, Correspondence (1992 through 1994); OVB Ticket reports (1994 through 1995); OVB Tow Billings (1995); OVB Tow Papers (1994); OVB Tow Reports (1995); OVB Voided Tags (1994 through 1995); OVB Voided Tickets (1994 through 1995); OVB Wrecker Lot Vouchers/Tows (1993); OVB Zoning Tickets (1994 through 1995); OVB Tickets (1983 through 1993); OVB Bank Deposits (1988 through 1993); OVB Daily Reports and Work (1992 through 1993); OVB Refunds and Letters ((1990 through 1992); OVB Register Work and Letters (1989 through 1991); OVB Tow Slips, Voids, Paid (1989 through 1993); OVB Vehicle Release Records (August, 1988 through December, 1989); OVB VOIDS and Slate-ins (1990 through 1993); OVB Wrecker Lot PO's and Bills (1989 through 1992). Greg Jordan moved to accept this request. Martha Womacks seconded the motion and it was unanimously approved.

There being no further business, the meeting was adjourned.

Wanda Martin, Chairman

Sarah M. Taylor, Secretary